

# MICHIGAN CHILD SUPPORT PROGRAM QUICK REFERENCE GUIDE FOR EMPLOYERS

Michigan Department of Health and Human Services (MDHHS) Child Support:  
[www.michigan.gov/ChildSupport](http://www.michigan.gov/ChildSupport) (click Resources > Resources for Employers)

Michigan Child Support Program Employer Frequently Asked Questions (FAQs)  
DHS-Pub-96: [www.michigan.gov/mdhhs/adult-child-serv/child-sup/resources/employers/job-aids](http://www.michigan.gov/mdhhs/adult-child-serv/child-sup/resources/employers/job-aids)

Michigan State Disbursement Unit (MiSDU): [www.misdu.com](http://www.misdu.com)

MiSDU Employer Assistance Line: 800-817-0805

Federal Office of Child Support Enforcement (OCSE): [www.acf.hhs.gov/css/employers](http://www.acf.hhs.gov/css/employers)

**Thank you!**  
**Employers are**  
**important partners**  
**in ensuring**  
**children receive the**  
**support they**  
**deserve.**

## EMPLOYER RESPONSIBILITIES

- Report new hires or rehires.
- Respond to requests for information.
- Respond to National Medical Support Notices (NMSNs).
- Enroll children in health care coverage as directed by the NMSN.
- Withhold support payments according to income withholding notices (IWNs; also known as income withholding orders [IWOs]).
- Send income withholding payments to the MiSDU.
- Contact the Michigan Office of Child Support (OCS) regarding withholding lump-sum income.
- Promptly report terminated employees who have income withholding orders/notices and NMSNs.

## NEW HIRE REPORTING

### Who to Report:

- Newly hired employees
- Rehired employees

### When to Report:

- Within 20 days of the date of hire or rehire (the date an employee first performed services for pay) unless reporting magnetically or electronically.
- If reporting magnetically or electronically, report twice a month (if you have a new hire), but not less than 12 days nor more than 16 days apart.

### What to Report:

- Employee's name
- Employee's Social Security number (SSN)
- Employee's address
- Employee's date of hire
- Employer's name
- Employer's address
- Employer's Federal Employer Identification Number

### Where to Report:

Report to the state in which the employee works. For employees working in Michigan:

- Online: [www.mi-newhire.com](http://www.mi-newhire.com)
- Fax: 877-318-1659
- Telephone: 800-524-9846
- Mail:

Michigan New Hires Operation Center  
PO Box 85010  
Lansing, MI 48908-5010

### Multistate Employers:

- If you have employees in two or more states, you have the option to electronically report all new hires to one state.
- To register as a multistate employer with OCSE, complete the multistate form online at <https://ocsp.acf.hhs.gov/csp/msr>.

## REQUESTS FOR INFORMATION

- Respond to verification of employment, income and/or health insurance requests by completing the request form and sending it to the requesting agency or office identified on the form.
- Employers in other states will respond in accordance with the other states' law(s).

## NATIONAL MEDICAL SUPPORT NOTICE

- Insurance plan administrator(s) or you if you are the plan administrator will enroll children in health care coverage, and you will withhold wages for the health care coverage, if applicable.
- Respond to **Part A – Employer Response** and forward to the plan administrator(s) **Part B – Plan Administrator Response** within 20 business days (you may be the plan administrator).
- The plan administrator(s) must respond to Part B within 40 business days from the date of the notice, enroll the child(ren) in health care coverage, and provide the child's custodial parent with a description of the coverage.
- Follow the directions on the National Medical Support Notice (FEN302) and the Michigan Addendum to the National Medical Support Notice (FEN302A) for further details.

### INCOME WITHHOLDING

- Withhold support payments no later than the first pay period that occurs seven days after the date identified on the order/notice.
- Send the payment with the employee's name, SSN, and the "Remittance ID" shown on the income withholding notice within three days of the withholding.
  - If sending by mail, send it to:  
MiSDU  
PO Box 30350  
Lansing, MI 48909-7850
  - Submit payments by check, cashier's check, money order, credit card/debit card, electronic funds transfer (EFT), Automated Clearing House or direct deposit. Call 800-817-0805 for information on these options.
- Notify the issuing Friend of the Court office when the employee no longer works for you.

### LUMP-SUM INCOME

- Before paying a lump sum to the employee, contact OCS Central Operations by:
  - Phone: 866-540-0008
  - Email: [MDHHS-OCS-EmployerBonus@michigan.gov](mailto:MDHHS-OCS-EmployerBonus@michigan.gov)
  - Fax: 517-335-3030
  - Mail:  
MDHHS  
OCS Central Operations  
Lump-Sum Reporting  
PO Box 30744  
Lansing, MI 48909-8244
- OCS (and/or Friend of the Court) staff will help you determine:
  - If the employee has an obligation that requires lump-sum income withholding; and
  - How much you must withhold from the lump sum.
- You may electronically report lump-sum income to Michigan through OCSE's electronic Income Withholding (e-IWO) Portal or Debt Inquiry Service.



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